

INVOICE



CITY OF SANDPOINT • CITY HALL
1123 LAKE ST. • SANDPOINT, IDAHO 83864
PHONE (208) 255-2828 • FAX (208) 263-3678

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SANDPOINT URBAN RENEWAL AGENCY
C/O WASHINGTON TRUST BANK
509 FIFTH AVE, STE E
SANDPOINT ID 83864

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City of Sandpoint
1123 Lake St
Sandpoint ID 83864

DUE DATE	INVOICE DATE	TOTAL DUE	PAYMENT AMOUNT
11/15/18	09/30/18	1,035.86	
INVOICE NO.	REFERENCE NO.	CUSTOMER NO.	PAGE
26446		1000-00070	1

RETURN THIS PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

QUANTITY	ITEM CODE	DESCRIPTION	PRICE	AMOUNT
		REIM ADMIN TIME FY18		1,035.86
CITY OF SANDPOINT			TOTAL DUE	1,035.86

Date 09/28/18

PROJECT COSTING
Project InquiryWOI001
Page No. 1

Period FY18 Job Number SURADMINI

Description	Date	Reference#	Equip#	Amount
Payroll Timecard	04/13/18			106.40
Accr. Payroll - Medicare ER	04/13/18			7.74
EMPLYR PERSI-Employee	04/13/18			12.04
EMPLYR Worker's Comp	04/13/18			.27
EMPLYR Med - TDL EE/Spouse	04/13/18			12.54
EMPLYR Life Insurance	04/13/18			.33
EMPLYR State Unemployment Insu	04/13/18			1.07
EMPLYR Long Term Disability	04/13/18			.43
Payroll Timecard	05/15/18			31.92
Payroll Timecard	05/31/18			148.96
Accr. Payroll - Medicare ER	05/15/18			2.32
Accr. Payroll - Medicare ER	05/31/18			10.81
EMPLYR PERSI-Employee	05/15/18			3.61
EMPLYR PERSI-Employee	05/31/18			16.86
EMPLYR Worker's Comp	05/15/18			.08
EMPLYR Worker's Comp	05/31/18			.37
EMPLYR Med - TDL EE/Spouse	05/15/18			3.76
EMPLYR Med - TDL EE/Spouse	05/31/18			17.54
EMPLYR Life Insurance	05/15/18			.10
EMPLYR Life Insurance	05/31/18			.46
EMPLYR State Unemployment Insu	05/15/18			.32
EMPLYR State Unemployment Insu	05/31/18			1.49
EMPLYR Long Term Disability	05/15/18			.13
EMPLYR Long Term Disability	05/31/18			.60
Payroll Timecard	06/15/18			10.64
Payroll Timecard	06/29/18			85.12
Accr. Payroll - Medicare ER	06/15/18			.78
Accr. Payroll - Medicare ER	06/29/18			6.18
EMPLYR PERSI-Employee	06/15/18			1.21
EMPLYR PERSI-Employee	06/29/18			9.64
EMPLYR Worker's Comp	06/15/18			.03
EMPLYR Worker's Comp	06/29/18			.21
EMPLYR Med - TDL EE/Spouse	06/15/18			1.33
EMPLYR Med - TDL EE/Spouse	06/29/18			10.58
EMPLYR Life Insurance	06/15/18			.04
EMPLYR Life Insurance	06/29/18			.26
EMPLYR State Unemployment Insu	06/15/18			.12
EMPLYR State Unemployment Insu	06/29/18			.86
EMPLYR Long Term Disability	06/15/18			.05
EMPLYR Long Term Disability	06/29/18			.35
Payroll Timecard	07/13/18			74.48
Accr. Payroll - Medicare ER	07/13/18			5.42
EMPLYR PERSI-Employee	07/13/18			8.43
EMPLYR Worker's Comp	07/13/18			.19
EMPLYR Med - TDL EE/Spouse	07/13/18			9.26
EMPLYR Life Insurance	07/13/18			.24
EMPLYR State Unemployment Insu	07/13/18			.75
EMPLYR Long Term Disability	07/13/18			.31
Payroll Timecard	07/13/18			17.00
Accr. Payroll - Medicare ER	07/13/18			1.32
EMPLYR PERSI-Employee	07/13/18			1.93
EMPLYR Med - TDL Employee	07/13/18			3.11
EMPLYR State Unemployment Insu	07/13/18			.18
Payroll Timecard	08/15/18			31.92

Date 09/28/18

PROJECT COSTING
Project InquiryWOI001
Page No. 2

Period FY18 Job Number SURADMINI

Description	Date	Reference#	Equip#	Amount
Payroll Timecard	08/31/18			223.44
Accr. Payroll - Medicare ER	08/15/18			2.32
Accr. Payroll - Medicare ER	08/31/18			16.23
EMPLYR PERSI-Employee	08/15/18			3.61
EMPLYR PERSI-Employee	08/31/18			25.29
EMPLYR Worker's Comp	08/15/18			.08
EMPLYR Worker's Comp	08/31/18			.56
EMPLYR Med - TDL EE/Spouse	08/15/18			3.97
EMPLYR Med - TDL EE/Spouse	08/31/18			27.77
EMPLYR Life Insurance	08/15/18			.10
EMPLYR Life Insurance	08/31/18			.69
EMPLYR State Unemployment Insu	08/15/18			.32
EMPLYR State Unemployment Insu	08/31/18			2.24
EMPLYR Long Term Disability	08/15/18			.13
EMPLYR Long Term Disability	08/31/18			.90
Payroll Timecard	09/14/18			31.92
Accr. Payroll - Medicare ER	09/14/18			2.34
EMPLYR PERSI-Employee	09/14/18			3.61
EMPLYR Worker's Comp	09/14/18			.08
EMPLYR Med - TDL EE/Spouse	09/14/18			3.97
EMPLYR Life Insurance	09/14/18			.10
EMPLYR State Unemployment Insu	09/14/18			.32
EMPLYR Long Term Disability	09/14/18			.13
Payroll Timecard	09/14/18			17.00
Accr. Payroll - Medicare ER	09/14/18			1.31
EMPLYR PERSI-Employee	09/14/18			1.93
EMPLYR Med - TDL Employee	09/14/18			3.10
EMPLYR Life Insurance	09/14/18			.06
EMPLYR State Unemployment Insu	09/14/18			.17
EMPLYR Long Term Disability	09/14/18			.08

0.*

Current-> 1,035.86
 YTD-> 1,035.86
 LTD-> 1,035.86
 Bud LTD->

0.*

1,035.86x

~~15.2%~~~~155.38*~~~~155.38+~~~~1,191.24*~~

Maree Peck

Week End/Project/Activity	Hours Worked
3/31/2018 SURA Administration	0.30
4/7/2018 SURA Administration	2.00
4/28/2018 SURA Administration	0.25
5/5/2018 SURA Administration	0.50
5/12/2018 SURA Administration	1.00
5/19/2018 SURA Administration	2.50
6/2/2018 SURA Administration	0.25
6/9/2018 SURA Administration	2.00
6/30/2018 SURA Administration	0.25
7/7/2018 SURA Administration	1.50
8/4/2018 SURA Administration	0.75
8/11/2018 SURA Administration	5.00
8/18/2018 SURA Administration	0.25
9/1/2018 SURA Administration	0.25
9/8/2018 SURA Administration	0.50

Zach Kadin

7/7/2018 SURA Administration	1.00
8/25/2018 SURA Administration	1.00



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours Adjustment: -40.00

2. Time Worked

Week Ending: * 03/31/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.30	0.20	0.50
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	39.5	39.5
	NISTR		0	0
	A			

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.30	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments: review and compiled SURA agenda and supporting documentation in order to post on City website, send to SURA members and post at City Hall

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 04/07/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
Administration	SURA		PROJ	0.00	0.00	7.00	8.00	7.50	7.50	0.00	30.0	0.00	30.0
	ADMI										0		0
	NI												

SURA	SURA	PROJ	0.00	0.00	1.00	0.00	0.50	0.50	0.00	2.00	0.00	2.00
Administration	ADMI											
	NI											
No Hours	LEAV	PROJ								8.00	8.00	
Worked This	ETAK											
Week	EN											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
PTO	PTOU	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00

4. Sign & Submit

Comments: Hours worked for SURA = 1 hour on April 3 to attend meeting. 30 minutes on April 5 and 30 minutes on April 6 to draft meeting minutes

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours Adjustment: -40.00

2. Time Worked

Week Ending: * 04/07/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$
Rate of Pay: (?)

Time Worked

Project*	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
Administration	SURA		PROJ	0.00	0.00	7.00	8.00	7.50	7.50	0.00	30.0	0.00	30.0
	ADMI										0		0
	NI												

SURA	SURA	PROJ	0.00	0.00	1.00	0.00	0.50	0.50	0.00	2.00	0.00	2.00
Administration	ADMI											
	NI											
No Hours	LEAV	PROJ								8.00	8.00	
Worked This	ETAK											
Week	EN											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
PTO	PTOU	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00

4. Sign & Submit

Comments: Hours worked for SURA = 1 hour on April 3 to attend meeting. 30 minutes on April 5 and 30 minutes on April 6 to draft meeting minutes

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 04/28/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project*	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	0.00	0.25
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	39.7	39.7
	NISTR		5	5
	A			

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments: to post May 1st SURA agenda

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 05/05/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.50
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	39.5	39.5
	NISTR		0	0
	A			

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments: to draft May 1st SURA minutes

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 05/12/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.50	0.50	0.00	1.00	0.00	1.00
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	8.00	8.00	8.00	7.50	7.50	0.00	39.0	0.00	39.0
	NISTR									0		0
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 05/19/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	1.00	1.50	0.00	0.00	0.00	0.00	2.50	0.00	2.50
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	7.00	6.50	8.00	8.00	8.00	0.00	37.5	0.00	37.5
	NISTR									0		0
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 06/02/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	0.00	0.25
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	8.00	8.00	8.00	8.00	7.75	0.00	39.7	0.00	39.7
	NISTR									5		5
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * City Clerk
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 06/09/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	1.50	0.50	0.00	0.00	0.00	2.00	0.00	2.00
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	8.00	6.50	7.50	8.00	8.00	0.00	38.0	0.00	38.0
	NISTR									0		0
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 06/30/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	0.00	0.25
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	0.50	8.00	8.00	8.00	7.75	0.00	32.2	0.00	32.2
	NISTR									5		5
	A											
~Time Off	LEAV	PROJ								7.50	7.50	
Hours	ETAK											
Reported This	EN											
Week												

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.50	8.00	8.00	8.00	8.00	0.00	32.50	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
PTO	PTOU	0.00	7.50	0.00	0.00	0.00	0.00	0.00	7.50	0.00	7.50

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	7.50	0.00	0.00	0.00	0.00	0.00	7.50	7.50

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 07/07/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	1.50	0.00	1.50	0.00	1.50
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	0.00	0.00	0.00	8.00	6.50	0.00	14.5	0.00	14.5
	NISTR									0		0
	A											
~Time Off	LEAV	PROJ								24.0	24.0	
Hours	ETAK									0	0	
Reported This	EN											
Week												

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	0.00	0.00	8.00	8.00	0.00	16.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
PTO	PTOU	0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.0	0.00	16.0
									0		0
Holiday		0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	8.00	8.00	8.00	0.00	0.00	0.00	24.00	24.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Zachary

Last Name: * Kadin

Department: Planning & Development

Position: * PLANNING ASSISTANT

Employee ID: 1535

Pay Code: PROJ

Weekly Hours -40.00

Adjustment:

2. Time Worked

Week Ending: * 07/07/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

☒ Click here if the hours logged above include extra hours worked this week, NOT INCLUDING CALL-OUT TIME.

Current Hourly \$ 17.00

Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
-----------	------	----	----------	------	------	------	------	-------	------	------	-------	-------	------

Current	STPLA	PROJ	0.00	8.00	8.00	0.00	8.00	8.00	0.00	32.0	-1.0	31.0
Planning	NNIN									0	0	0
	G											

SURA	SURA	PROJ	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Administration	ADMI											
	NI											

~Time Off	LEAV	PROJ								8.00	8.00	
Hours	ETAK											
Reported This	EN											
Week												

Extra Hours To 0.00
Be Paid As
Overtime:

Extra Hours To 1.00
Be Banked As
Comp Time:

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
Comp Straight x 1	CE			1.00	1.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	9.00	0.00	8.00	8.00	0.00	33.00	41.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
Holiday		0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	0.00	8.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	8.00	0.00	0.00	0.00	8.00	8.00

4. Sign & Submit**Comments:****Paper Time Card:**

*I certify that the above recorded hours are true and correct.

Signature: *

Zachary Kadin

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 08/04/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.25	0.00	0.50	0.00	0.75	0.00	0.75
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	8.00	8.00	7.75	8.00	7.50	0.00	39.2	0.00	39.2
	NISTR									5		5
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 08/11/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	3.00	0.00	0.00	0.00	2.00	0.00	5.00	0.00	5.00
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	5.00	8.00	8.00	8.00	6.00	0.00	35.0	0.00	35.0
	NISTR									0		0
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 08/18/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	0.00	0.25
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	8.00	8.00	8.00	8.00	7.75	0.00	39.7	0.00	39.7
	NISTR									5		5
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * zachary
Last Name: * Kadin
Department: Planning & Development
Position: * PLANNING ASSISTANT
Employee ID: 1535
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 08/25/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

☒ Click here if the hours logged above include extra hours worked this week, NOT INCLUDING CALL-OUT TIME.

Current Hourly \$ 17.00
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
-----------	------	----	----------	------	------	-------	------	--------	------	------	-------	-------	------

Current	STPLA	PROJ	0.00	8.00	8.00	8.00	7.75	8.00	0.00	39.7	-0.7	39.0
Planning	NNIN									5	5	0
	G											

SURA	SURA	PROJ	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	1.00
Administration	ADMI											
	NI											

Extra Hours To 0.00
Be Paid As
Overtime:

Extra Hours To 0.75
Be Banked As
Comp Time:

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
Comp 1.5	CE			1.12	1.12

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	8.00	8.00	8.00	8.75	8.00	0.00	40.75	41.12

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
--------------	------	------	-------	------	--------	------	------	--------	-------------

LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
------------	------	------	------	------	------	------	------	------	------

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Zachary Kadin

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 09/01/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56

Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.25	0.00	0.25
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	0.00	8.00	8.00	8.00	7.75	0.00	31.7	8.00	39.7
	NISTR									5		5
	A											

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.



Employee Time Tracking

1. Employee Authentication

First Name: * Maree
Last Name: * Peck
Department: Clerk
Position: * CITY CLERK
Employee ID: 5220
Pay Code: PROJ
Weekly Hours -40.00
Adjustment:

2. Time Worked

Week Ending: * 09/08/2018

Note: Please enter your time worked on this page. You will enter time off on the next page. Enter time in quarter hour increments only (i.e., 7.25 or 8.50 or 6.75 or 8.00).

Current Hourly \$ 42.56
Rate of Pay: (?)

Time Worked

Project *	Code	GL	Pay Code	Sun.	Mon.	Tues	Wed.	Thurs	Fri.	Sat.	Total	Calc:	Adj:
SURA	SURA		PROJ	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.50	0.00	0.50
Administration	ADMI												
	NI												

Administration	ADMI	PROJ	0.00	0.00	7.50	8.00	8.00	8.00	0.00	31.5	0.00	31.5
	NISTR									0		0
	A											
~Time Off	LEAV	PROJ								8.00	8.00	
Hours	ETAK											
Reported This	EN											
Week												

Payroll Adjustments

Payroll Adj. Category	Adj. Code	Project	Project Code	Calc:	Adj:
				0.00	0.00

Total Hours Worked

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	40.00

3. Time Off

Time Off

Category	Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	Calc:	Adj:
Holiday		0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00

Total Leave Taken

Project Code	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total:	Adj. Total:
LEAVETAKEN	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00

4. Sign & Submit

Comments:

Paper Time Card:

*I certify that the above recorded hours are true and correct.

Signature: *

Maree Peck

Please type your full name.